



Annmarie Sculpture Garden & Arts Center

13470 Dowell Road, Solomons, MD 20688

jobs@annmariegarden.org

Title: Education Support – artLAB Focus

Department: Education

Schedule: 23-35 hours/week, typical schedule will be Tuesday-Saturday

Option for full or part-time employment

Schedule will vary; must be available for major events and programs, as well as summer camps

Compensation: \$18-23 per hour, depending on experience; includes benefits if full-time

Job Summary: This position is responsible for a wide variety of duties that support the many programs, classes, exhibits, and events of Annmarie Garden. This position must be qualified and comfortable to develop, lead and teach a wide variety of art classes and other programs for all ages. This position helps install exhibits and gallery shows, helps design, prepare, and work our many outdoor programs, classes, and events, including our month-long light show. Position must be comfortable working inside and outside, in all weather, and must be able to climb ladder to put up displays, and traverse the lawns, woods, and trails of the 50 acre property. This positions plays a key role in the summer camp program and the teen volunteer program, and must be comfortable teaching and working with youth. The ideal candidate has a B.A. or M.A. in fine arts, studio arts, or theater, and is tireless in their passion for arts education, program development and delivery, teaching, and exhibit design. This is a multi-faceted, exciting, creative, and demanding position.

Primary responsibilities:

- Program Development & Delivery - assists with a wide variety of program activities, including development, preparation and delivery. Work includes researching, preparing, and teaching/leading a wide variety of art classes
- Under the direction of the Curator of Education, position takes a lead role in the management and development of the artLAB, including daily care, materials management, program development and delivery. Strengthens the education component of the artLAB. Assists other staff in securing needed artLAB materials for education programs and events. Works with, and manages artLAB volunteers, to secure materials, and clean and organize artLAB and roll-off.
- Under the direction of the Curator of Education, this position assists in developing and implementing an Outreach Program for Annmarie, making special use of artLAB materials and themes. May assist with administering programs offsite.
- Provides exhibit and program support, including design, installation, lighting, and developing complementary programs
- Assists with development, management, and teaching of the summer camp program and the teen leadership program, including curriculum development, teaching, classroom management, etc.
- Classroom & Storage Management – assists with coordination of all classrooms, especially the ArtLAB and its corresponding storage areas, including accepting/denying/cleaning of donated supplies, daily maintenance, repair requests, and overall organization.
- Special Events & Festivals - assists with a wide variety of activities related to the busy special event and festival schedule of Annmarie, including developing and installing décor for all events, most notably the month-long light show; work all special events, including weekend and evening events.

- Assists with development, management, and presentation of birthday parties, group tours, field trips, scout program, rentals, etc. This position is a primary role in our Chespax field trip program. This position is the primary scheduler and facilitator of scout programs.
- Will cross train on Welcome Booth, Front Desk, and Gift Shop
- Other duties as assigned

Other Duties

Attends weekly staff meetings; presents work requests and maintenance requests in order to coordinate staff, supplies, repair, and equipment; staff front desk or gift shop as needed; perform basic janitorial duties in galleries, bathrooms, and classrooms; other duties as assigned.

Knowledge, Abilities and Skills to—

Must be knowledgeable about art supplies, materials, processes, tools, equipment, and media. Must be comfortable and competent teaching and managing a classroom. Must understand basic art registration and care procedures. Must be able to deal politely with the volunteers, faculty, CITs, and guests; must be able to work carefully around works of art and special equipment; must be able to work independently with little or no supervision.

Working around art and sculpture:

All staff must follow established guidelines for working around works of art and sculpture, including the indoor gallery areas and the outdoor sculpture; all staff must follow policies and procedures for working around loaned works of art as stipulated by the Smithsonian Institution and the National Gallery of Art. These guidelines apply to all Annmarie staff, as everything we do is informed by the art and sculpture that surrounds us on the property.

Computer Skills: Microsoft Office suite, Adobe Suite, POS software, ticketing/membership/class registration software.

Work Schedule: varies according to program and special event schedule, includes some weekends and evenings

Minimum qualifications: Bachelor's degree in studio arts, fine arts or a related field; at least 2 years of experience in arts environment.

Licenses or Certificates: Valid driver's license.

Special requirements: Operation of Garden owned vehicles; subject to background investigation and fingerprinting

Physical Demands: this is a physically demanding job requiring someone able to be on their feet for hours each day leading programs and classes, setting up for activities, moving supplies, and managing studio space. Must be able to lift medium to heavy loads when setting up for events and programs, including single-handedly loading/unloading kilns, setting up tables, tents, and numerous chairs for programs and events. Must be able to climb a ladder and assist with exhibit and event set up. Must be able to perform basic janitorial tasks and work outside in varying seasons.

Working at Annmarie: operating a 50-acre park and presenting a wide variety of programs and events requires staff members who can: stand for long periods of time, walk uneven terrain, work outside in all weather, and spend hours preparing for events and programs, as well as working them. Simply put, it is a very physical place to work. Staff must be able to set up tables and chairs, erect pop-up tents, climb ladders to hang decor and lights, and work the demanding hours of a special programs or event. It is hard, but rewarding!